



**Maine State Government Dept. of Administrative & Financial Services Office of
Information Technology (OIT)**

Network Device Management Policy

1.0. Statement

- 1.1. The Office of Information Technology (OIT) takes all necessary measures to ensure the security, and acceptable performance, of the State network. This Policy defines the rules that apply to devices, that are *not* managed by OIT, seeking to attach to the State Wide Area Network.

2.0. Definitions

- 2.1. *Consumer Device*: Computing and/or communication device, intended for end-users. Includes mobile phones, mobile hotspots, tablets, notebooks, laptops, workstations, personal digital assistants, digital cameras, audio recording devices, removable media (floppy disks, Compact Discs, Digital Versatile Discs, Blue-ray Discs, USB flash drives, memory cards, portable external drives, etc.), and any other mobile device intended for personal use.
- 2.2. *Infrastructure Device*: Computing and/or communication devices intended for backoffice services. Includes servers, routers, switches, hubs, Wi-Fi access points, Wi-Fi boosters/extenders/repeaters, HVAC controllers, sensors of any kind, building access controllers, etc.
- 2.3. *OIT-Managed Device*: Computing and/or communication devices that either carries an OIT asset tag, or an OIT-installed management agent, irrespective of whether such a device is State-issued, or personal.
- 2.4. *Wide Area Network*: The internal private computer network, established and maintained, exclusively for official and authorized Maine State Government business. (The more technical definition is provided by [RFC 1918](https://tools.ietf.org/html/rfc1918)¹.)
- 2.5. *Public & Guest Access Networks*: The computer networks, *isolated* from the Wide Area Network, established and maintained, for usage by guests to State of Maine premises. Includes both named, sponsored guests, as well as anonymous guests. Either way, these guests do *not* have a presence in the internal personnel directory.

¹ <https://tools.ietf.org/html/rfc1918>

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3.0. Applicability 3.1.

This policy applies to:

- 3.1.1. Any device, *not* managed by OIT, seeking to attach to the Wide Area Network;
- 3.1.2. All State of Maine personnel, both employees and contractors;
- 3.1.3. Executive Branch Information Assets, irrespective of hosting location; and
- 3.1.4. Information Assets from other Maine State Government branches that use the State network.

4.0. Responsibilities

- 4.1. The *Account Managers* own the agency customer interface.
- 4.2. The *Director, Network Services*, owns, executes, and enforces this policy.
- 4.3. Any *User* of the Wide Area Network must comply with this Policy.

5.0. Directives

- 5.1. The following provisions apply to *both* Consumer Devices and Infrastructure Devices, *not* managed by OIT, seeking to attach to the Wide Area Network.
 - 5.1.1. The only acceptable presence for an Unregistered device is in the Public & Guest Access Networks. No Unregistered device may attach to the Wide Area Network. Any Unregistered device in the Wide Area Network will be quarantined upon first discovery. For subsequent steps, the user of the quarantined device is advised to call the OIT Service Desk.
 - 5.1.2. For any device connected to the State Wide Area Network, OIT must have at least a read-only access.
 - 5.1.3. Any device connected to the Wide Area Network may be quarantined, and/or disconnected, and/or impounded, for any reasons, including, but not limited to: Potential Malware, Device Type & Configuration *not* in alignment with OIT standards, Adverse impact to the Network, Excessive bandwidth utilization, Non-payment of OIT Network charges, etc.
- 5.2. The following provisions apply *exclusively* to Infrastructure Devices, not managed by OIT, seeking to attach to the Wide Area Network.
 - 5.2.1. Any Infrastructure Device, *not* managed by OIT, seeking to attach to the Wide Area Network, must be isolated from the rest of the Wide Area Network. OIT will determine the most appropriate means of isolation, and the isolation must be funded by the project that seeks the attachment of this Infrastructure Device into the Wide Area Network.

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5.2.2. Any Infrastructure Device, not managed by OIT, attached to the Wide Area Network, may *not* simultaneously attach to *another* network. In other words, split-tunneling is *not* allowed.

6.0. Document Information

6.1. Initial Issue Date: 24 October 2011

6.2. Latest Revision Date: 30 July 2019

6.3. Point of Contact: Enterprise.Architect@Maine.Gov

6.4. Approved By: Chief Information Officer, OIT

6.5. Legal Citation: [Title 5, Chapter 163: Office of Information Technology](#)² 6.6.

Waiver Process: [Waiver Policy](#)³

² <https://legislature.maine.gov/statutes/5/title5ch163sec0.html>

³ <https://www.maine.gov/oit/sites/maine.gov.oit/files/inline-files/waiver.pdf>